

**Residential Care Services (RCS)**  
**Operational Principles and Procedures for**  
Adult Family Homes (AFHs)  
**LICENSING INSPECTIONS**

**PRE-INSPECTION PREPARATION**

**I. Purpose**

To gather and analyze various sources of information regarding the AFHs history and current issues; and

Record the information in a standard format to ensure the data gathering is consistent for:

1. Identifying potential issues or concerns prior to the inspection
2. Determining if special concerns exist that would require specialized team member (*licensed nurse*).

**II. Authority**

[RCW 43.190.060 \(3\)](#)  
[RCW 70.128.070](#)

[RCW 70.128.007](#)  
[RCW 70.128.090](#)

[RCW 70.128.005](#)

**III. Operational Principles**

- A. The Licensors will complete a pre-inspection preparation (*prep*) prior to the inspection visit.

**IV. Procedures**

**The Licensors will:**

- A. Plan the inspection visit at a time when the Licensors can observe care and services being provided to the residents.
- B. Consider adjusting the timing of the inspection to ensure residents are present during a meal.
- C. Print the following:
  1. Facility Management System information
  2. **“CONSOLIDATED AFH LICENSING INSPECTION FORMS (A-L) for recording data during the inspection:**  
**FORM A (PRE-INSPECTION PREPARATION)**  
**FORM B (RECORDS REQUEST)**  
**FORM C (RESIDENT AND CAREGIVER LIST)**  
**FORM D (ENVIRONMENTAL TOUR)**  
**FORM E (RESIDENT INTERVIEW)**  
**FORM F (RESIDENT RECORD REVIEW)**  
**FORM G (ADMINISTRATIVE RECORD REVIEW)**  
**FORM H (CAREGIVER INTERVIEWS)**  
**FORM I (MEDICATION REVIEW FORM)**  
**FORM J (EXIT PREPARATION WORKSHEET)**  
**FORM K (RESIDENTIAL CARE SERVICE NOTES)**  
**FORM L (FLOOR PLAN KEY) – to update floor plan if necessary**

**RCS OPP FOR AFHS**  
**LICENSING INSPECTIONS – PRE-INSPECTION PREPARATION**

- D. Assemble necessary supplies: thermometer, tape measure, calculator and paper/pen, etc.
- E. As part of the pre-inspection preparation:
  - 1. Review pertinent documentation of the adult family home history.
  - 2. Contact the ombudsman's office
  - 3. Document pertinent history, current issues and contact information on **FORM A (PRE-INSPECTION PREPARATION)** including:
    - a. The provider's past and current compliance history; and
    - b. Identified issues regarding resident rights and quality of care.

**INFORMATION AND ASSISTANCE**

- A. Facility Management System and provider file review:
  - 1. Print out provider summary to identify number of licensed beds, specialty status, exemptions, and previous and/or uncorrected citations since the last inspection;
  - 2. Review compliance history and note patterns of repeat and/or isolated deficiencies
  - 3. Review any complaint investigation reports since the previous inspection and identify any open complaints yet to be investigated. Note resident and staff names involved in reports as well as repeat issues or patterns.
  - 4. Obtain floor plan from the file to note resident bedrooms and areas/rooms used by residents.

**NOTE:** Always leave the provider file in the office. Make copies of relevant items such as floor plans and driving directions to the home.

- B. Contacts:
  - 1. Talk with other Licensors and/or complaint investigator **only if** further information is needed; and
  - 2. Contact the Ombudsman Office prior to inspection. Note any potential areas of concern and resident names as potential sample residents and/or family members for potential collateral contacts. Focus the discussions with Ombudsman office on care, quality of life and any concerns about the home. The Licensors will not disclose an upcoming inspection date.
- C. Field Manager:
  - 1. Talk with the Field Manager if any questions or concerns arise during the prep.



---

Joyce Pashley Stockwell, Director  
Residential Care Services

June 30, 2010  
Date